

SAMPLE MEMORANDUM
ON DEPARTMENTAL LETTERHEAD

DATE:

TO:

FROM:

SUBJECT: Employee Assistance Program

As the economic crisis worsens, many of us are looking for resources to help figure out how to respond to the changing financial situation. One excellent resource is the State's Employee Assistance Program (EAP). The services provided are always free and confidential.

How can EAP help?

Financial Consult: The EAP Financial Consult benefit can help with credit counseling, debt and budgeting assistance, answering financial questions, tax planning and financial planning. An assigned care consultant will help find the right resources.

Legal Advice: Employees can get a free 30-minute consultation with an attorney to discuss tax issues, questions on bankruptcy, credit and collection questions, or even advice on banking or mortgage arrangements.

Stress Relief: Financial issues can cause a great deal of personal and family stress. The EAP offers face-to-face or telephonic sessions with behavioral health clinicians who can offer the help needed to learn to cope and reduce stress.

Online Tools: The EAP website contains a host of financial articles, tools and resources. This is a great place to research a financial question, use a financial calculator, or learn about financial matters.

Using the Service: Employees and their dependents can access their EAP benefits anytime by calling MHN at 866-327-4762, TDD callers please dial 800-327-0801.

Please add a closing paragraph with a departmental personal message and contact information.